ADS On-Line Client Profile & Data Warehouse Help Manual

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Overview

The Client Profile Report is designed to aggregate demographic information about the people who receive services from programs that are funded by Aging & Disability Services. These reports are essential to determining the geographic disbursement of services and measuring our success in targeting services to intended recipient groups. Data from the Client Profile Report assists ADS in future service planning and funding allocation decisions.

In 2002, the Client Profile Report was modified to incorporate the demographic standards established by the Outcome Alignment Group. Most of the major human services funding organizations in King County (the City of Seattle, King County, United Way of King County, the City of Bellevue and other suburban cities) now use this standardized reporting format.

For more information on the Outcome Alignment effort, and for more detailed descriptions of the newly aligned demographic categories, see the OAG web site.

Reporting Deadlines

Programs will submit Client Profile Reports on a monthly basis for all new clients receiving ADS funded services during the service month. On-going clients are reported as "new" in January, or the first effective month of the contract.

Reports are due on the 10th working day of the month following the month in which service was provided.

The report deadlines for **2005** are:

Service Month	Report Due
January	2/11/05
February	3/14/05
March	4/14/05
April	5/13/05
May	6/14/05
June	7/15/05
July	8/12/05
August	9/15/05
September	10/14/05
October	11/17/05
November	12/14/05
December	1/16/06

Enter Client Profile Data

Submit reports on a monthly basis beginning with the first month of the contract period.

The system requires that each month is entered before you can add subsequent months. For example: You must have entered data for March in order to submit a report for April.

To Enter Client Profile Data:

1. Select **Maintain Client Profile** from the menu on the left side of the screen.
2. Select **Add New Profile**.
3. Select **Site Name** from the drop down menu.
4. Select **Program Name** from the drop down menu.
5. Select the **View Profile** button.
6. Enter the **Reporting Period** using mm/dd/yy date format. The Reporting Period is the first day of the month for which you are reporting. For example, the Reporting Period for January is 1/1/01.
7. Enter your name in the **Entered By** box. The **Entered Date** will automatically default to today's date.
8. Enter the number of clients served for the reporting month in the box next to **Total New Clients**.
9. Select **Next**.

- Use the **Back** button to go to return previous section.
- Use the **Quit Profile** button to exit the profile without saving changes.

10. Enter the number of new clients for each Geographic Sub-Region in the space provided.

    Note: *The application has several Zip Code Look-up Tools to assist you in determining which zip codes area assigned to which Sub-Regions and Neighborhoods.*

- The first row, Seattle Neighborhoods, is a summary of each entry in the neighborhoods listed below. This field cannot be edited.
- If no new clients were served for the particular group, enter a zero. Use the **Tab** key on your keyboard to advance to the next field.
- The sum of numbers in this section should equal the Total New Clients entered in the previous section.

11. Select **Next**.

- If the sum of the new clients entered for each subregion/neighborhood was equal to the Total New Clients entered in the previous section, the next section, Unincorporated King County, will appear. If the sum of the new clients entered for each ethnic group exceeded the Total New Clients entered in the previous section, an error message will prompt you to re-enter the data for this section.
- If the sum is fewer than the Total New Clients, an error message will prompt you to increase the number of Unknowns. Select **OK** to automatically update the unknowns. Select **Cancel** to update the information manually, and select **Next** after entering the data.

12. Enter the number of clients served for each of the following sections, selecting **Next** when complete:
    - Unincorporated Status
    - Homeless
    - Live Alone
    - Household with Children
    - Single Parent Household
    - Income
    - Age
    - Gender
    - Clients with Disabilities
    - Race/Ethnicity
    - Refugee/Immigrant
    - Limited English Speaking
13. After entering the number of clients for the last section, Limited English Speaking, Select **Save Profile**. The message "Profile Saved Successfully!" will appear.

Edit Client Profile Report

To edit a saved Client Profile Report:

1. Select **Maintain Client Profile** from the menu on the left side of the screen.
2. Select **Edit Existing Profile**.
3. Select **Site Name** from the drop down menu.
4. Select **Program Name** from the drop down menu.
5. Select the **Reporting Period** from the drop down menu. The Reporting Period is the first day of the month for which you are reporting. For example, the Reporting Period for January is 1/1/01.
6. Select the **View Profile** button.
7. Use the Next button to go to the section that you wish to edit.
8. Delete the data in the field that you would like to change by highlighting the field and hitting the **Delete** key on your keyboard.
9. Enter the correct data and select **Next**. Continue until reach the last section, and select **Save Profile**.
10. For more details, follow the instructions for Enter Client Profile.

View Reports

Client Profile Reports are demographic summary reports of the clients who received services. For more information on Profile Types and Duplicated vs. Unduplicated Client Counts, see the section on Profile Types.

Access to report information is restricted based on the rights of the user type. User types are:

- Guest
- Agency/Program Staff
- ADS Staff

Guest Users can only view Client Profile Reports. Guest User access to data is limited to querying by Service Area. They cannot drill down to the Agency, Contract, Site or Fund Source level. If you are a Guest User who would like more detailed information than what is available on-line, please send a request to AdsReports@seattle.gov.

Agency/Program Staff Users have the same access as guest users. Additionally, they have read/write access to their own data (e.g., all sites that are assigned to that Agency User).

ADS Staff have access to two additional reports:

- Profile Status Report
- Units by Agency

Profile Type

ADS requires service providers to submit demographic data in one of two ways: Client Level or Aggregate. Because the data is collected and submitted using different methods, these report types cannot be combined in a single query.

Aggregate Profiles are a summary of the demographic attributes for all people served by a particular program or service area. Because clients may receive several different services from more than one provider, Aggregate Profiles that include more than one service area may represent a duplicated client count.

Client Level Profiles are also a summary of the demographic attributes for all people served by a particular program or service area. As required by the National Program Aging Information System (**NAPIS**), some service areas must submit individual client information for all people served in their programs. The information is compiled to create the Client Level Profile Report – an unduplicated count of all clients served in one or more service areas. Because the data is collected and submitted at the client level, as opposed to aggregate or summary level, the report represents a true unduplicated client count regardless of the number service areas or providers included in the query.

Following is a list of Service Areas by Profile Type:

Aggregate Profiles	Client Level Profiles
Alzheimer Program	Adult Day Health
Disability Access Services	Caregiver Support *(beginning 2005)*
Health Promotion	Case Management
Home Sharing	Congregate Meals
Inter-generational Programs	Emergency Meals
Job Placement	Health Maintenance
Legal Services	Home Delivered Meals
Outreach	Information & Assistance
Senior Centers	
Transportation	

Client Profile Report

To view a Client Profile Report:

1. Select **View Reports** from the menu on the left hand side of the screen.
2. Select **Client Profiles.**
3. Select a **Report Interval** of either **By Month** or **By Quarter**. If looking at a long period of time, such as 6 months or more, selecting the quarterly interval will provide a display that is easier to view.

4. Select the Profile Type of either Aggregate or Client Level. Profile Types are based on Service Areas and different profile types cannot be combined. See the Profile Type section for more information.
5. The **Date Range** for your query will default to January through December of the current year. Click on the **Change Dates** button to select a different Data Range. Enter the Start and End Dates using the Drop down menus for Month and Year. Select OK.
6. Select a **Service Area** from the drop down menu. The default selection is **All** which will query all Service Areas for the Profile Type selected. To select more than one Service Area, hold down the Control Key (Ctrl) on your keyboard as you select the Service Areas.

   Note: In addition to the Service Area drop down list, ADS Staff Users will also see check boxes for additional selection criteria:

   - Agency
   - Site
   - Contract
   - Fund Source (this option appears only for Client Level Profile Types)

   To view the selections for any of the above, check the box next to the criteria name. A drop down menu will appear with a list of available selections for that section.

7. Select the **View Report** button. Some Queries (particularly Client Level Profile Types across more than one Service Area) may take a while to run.
8. You may export the report to Excel by clicking on the **Export to Excel** Button. You may be prompted to save the file to your system or it may automatically open up in Excel.
9. If you would like to print the report, select the link for Printing Tips to ensure that the document is formatted correctly.
10. Select **Return to Report Selection Criteria** if you would like to run a different query or to return to the main menu.

Status Report

The Profile Status Report indicates whether or not a site has entered Client Profile data for the month. The report is designed to assist Program Specialists in monitoring contracts.

To view a Profile Status Report:

1. Select **View Reports** from the menu on the left hand side of the screen.
2. Select **Profile Status Report**.

3. Enter the **Start Date** for your query in mm/dd/yy format. The Start Date is the first day of the month for the Reporting Interval. For example, if running a report for the month of January, the Start Date is 1/1/01.
4. Enter the **End Date** for your query in mm/dd/yy format. The End Date is the last day of the month for the Reporting Interval. For example, if running a report for the month of January, the End Date is 1/31/01.
5. Select **View Status By** from the drop down menu. Contract Specialists can view status by **Contract** or by **Site**.
6. Select a **Contract** or a **Site** from the drop down menu. To select more than one Contract or Site, hold down the Control Key (Ctrl) on your keyboard as you select the contracts.
7. Select the **View Report** button.
8. If an **X** appears in the column with a date header, this indicates that the Profile Report for that month is complete. If the cell is blank, Profile Report data has not been entered for that month.

Unit Report

The Unit Report is a cross tabulated report which includes the number of clients served and the number of units received by those clients during a given month. Unit Reports are available for Service Areas that submit Client Level Data. These include: Adult Day Services, Case Management, Information & Assistance, Health Maintenance, and all Meal Programs.

Unit Reports are not available to Guest Users. Agency/Program Staff Users can access Unit Reports for their own programs, contracts and sites.

Select **View Reports** from the menu on the left hand side of the screen.

1. Select **Units by Agency.**
2. Select a **Report Interval** of either **By Month** or **By Quarter**. If looking at a long period of time, such as 6 months or more, selecting the quarterly interval will provide a display that is easier to view.
3. The **Date Range** for your query will default to January through December of the current year. Click on the **Change Dates** button to select a different Data Range. Enter the Start and End Dates using the Drop down menus for Month and Year. Select **OK**.
4. Select a **Service Area** from the drop down menu. The default selection is **All** which will query all Service Areas for the Profile Type selected. To

select more than one Service Area, hold down the Control Key (Ctrl) on your keyboard as you select the Service Areas.

5. ADS Staff Users will also see check boxes for additional selection criteria:

    - Agency
    - Sites
    - Contracts
    - Fund Source

   To view the selections for any of the above, check the box next to the criteria name. A drop down menu will appear with a list of available selections for that section.

6. Select the **View Report** button. Some Queries (particularly Client Level Profile Types across more than one Service Area) may take a while to run.
7. You may export the report to Excel by clicking on the **Export to Excel** Button. You may be prompted to save the file to your system or it may automatically open up in Excel.
8. If you would like to print the report, select the link for Printing Tips to ensure that the document is formatted correctly.
9. Select **Return to Report Selection Criteria** if you would like to run a different query or to return to the main menu.

Printing Tips

You may encounter problems when you attempt to print reports because there are many variations in browsers, printers, and computer setups. Often, the reports are wider than the paper you are printing to. If you are having problems printing a report, try the suggestions below.

Use Print Preview before printing.

Many printing problems can be discovered and resolved before printing by checking the page in Print Preview before printing. In the Web browser window, select File then click Print Preview before trying to print forms. You will see whether or not to expect printing problems.

Change Page Orientation

If the report is too wide to fit to the width of the printed page, try changing the printed page orientation to landscape by clicking on the File menu and then selecting Page Setup.

Reduce Margins

Reduce margins in your Web browser for best results. In Microsoft Internet Explorer and Netscape Navigator, click File, then select Page Setup to set printing margins.

Change the Size of Printed Text

Changing the text size on screen changes the text size when you print. Click on the View menu, then on Text Size, then on a size from "Largest" to "Smallest".

Copy & Paste

If the suggestions above do not solve the problem, try highlighting the report (by clicking and dragging with the mouse), then copy it (click the Edit menu, then select Copy), then paste it into a spreadsheet program, such as Excel, in which you can edit it and rearrange it to get it into a printable form.

Remove Headers and Footers

Your Web browser may be automatically adding headers and footers to your printed reports. To remove headers and footers in Microsoft Internet Explorer and Netscape Navigator, click File, then select Page Setup. Remove all text in the header and footer boxes, and clear check boxes for any optional printing commands.

Demographic Categories

This section contains information about each of the demographic categories included in the Client Profile Report and includes guidelines to assist in determining most appropriate categories for your clients. For more information, please see the Definition of Terms established by the Outcome Alignment Group.

Total New Clients

An individual client is any individual person who receives services from the program. Clients should be counted only once during the program year. Clients should be counted as "new" in the report period they first received service. The total number of new clients at the end of the year should be an unduplicated count of clients served. In order to determine "total new clients," count each client only the first time s/he receives services during the contract period. Include existing clients who were served during the previous program year who are continuing to receive services at the start of the new program year.

Geographic Sub-Region

Enter the total number of clients for each Seattle Neighborhood and/or King County Sub-Region. Use the client's zip code to determine the Sub-Region and/or Neighborhood in which the client resides.

Some zip codes in the North Urban and South Urban Sub-Regions cross into Seattle City boundaries. If you are able to determine that a client resides within the City of Seattle, please enter them into the appropriate neighborhood within the Seattle Sub-Region. If you are unable to determine whether or not a client resides in the City of Seattle, or if this would prove difficult to determine, enter as North Urban or South Urban.

For clients who identify as homeless, report the Sub-Region which corresponds with the zip code of their last permanent address.

The On-Line CPR contains several tools to assist you in determining which zip code is assigned to which Sub-Region or area.

1. Consult the King County Sub-Regional Districts and Seattle Neighborhoods spreadsheet (below). This document is sorted in three

ways to assist you in locating the correct category for each client: 1)Sort by Zip Code, 2) Sort by Sub-Region, and 3) Sort by Seattle Neighborhood.

- Sub Regions and Neighborhoods by Zip Code (pdf file)
- Sub Regions and Neighborhoods by Zip Code (Excel file)

2. In the Geographic Sub-Region portion of the On-Line CPR, hold your cursor over the ellipsis (**...**) following the name of the Sub-Region or Neighborhood. A small pop-up window will list the zip codes assigned to that area.
3. Use the zip code look-up tool in the On-Line CPR:

   - Select Maintain Client Profile from the menu on the left side of the screen.
   - Select Look Up Region By Zip Code.
   - Enter Zip Code in the box.
   - Click on the Look Up Region button (or hit the enter key).

Unincorporated Status

Enter the number of clients who reside in unincorporated King County. These are clients who have checked "outside any city limits" or whose address you know to be in unincorporated King County. Enter the number of clients whose status in unknown in the unknown field. This is the only unknown field in the online CPR that must be manually entered.

Homeless

Enter the number of clients who are homeless. Defined as: An individual that does not have a permanent residence. An individual who sleeps over with friends or relatives to avoid being on the street or who uses shelters, transitional or emergency housing is considered homeless.

Live Alone

Enter the number of new clients who live alone. Client does not share living quarters with other family members, roommates, or live-in caregivers. Enter the number of clients over age 18 who live alone. Clients in this category should have reported a household size of one and be age 18 or over.

Households/Clients with Children

Enter the number of households or clients who reported children under the age of 18 living in the home. Clients in this category should have responded one or more to the question, "How many of the above (household size) are children." Include Single Parent Households in this total.

Single Parent

Enter the number single parent or non-partnered parent households. Clients in this category should have responded "yes" to the question, "Do you live in a Single Parent (non-partnered) household?" This total is a subset of "Households/Clients with Children."

Income

Enter the number of clients for each income category based on the clients response to the income question. The income categories are from HUD and are based on household size. Agencies who collect actual income or whose programs dictate using another set of income guidelines will refer to the HUD chart on the Core List in order to determine the HUD category for each client.

The HUD Guidelines go up 8% for each person in the household. To determine a 9 person household, multiple the maximum income for each category by 108%, for a 10 person household multiple by 116%, etc. Round figures up to the nearest $50 increment.

Age

Enter the total number of clients per each age category. Age is determined at the time of intake.

Gender

Enter the total number of clients per gender category. Transgender/Other is defined as an individual whose gender, gender display, or gender identity differs from the perceived norm, or does not identify with the other available categories.

Clients with Disabilities

Enter the total number of clients who responded "yes" to the question "Do you consider yourself to be a person with a disability?" Self-reported by client with exception of programs where status is determined by a caseworker or other professional.

A client with a disability has a physical, sensory or mental impairment that substantially limits one or more major life activities. "Major life activities" are functions such as caring for one's self, performing manual tasks, walking, seeing, breathing, learning and working. Clients who are developmentally disabled, chronically ill, hearing or visually impaired, or homebound, and/or have diagnosed emotional disorders are included in this category. Children/youth in this category include those in special education classes and those receiving SSI.

Examples:

- Persons with restricted use of their hands or arms or have mobility problems; they may use a wheelchair, a walker, etc.
- Persons who cannot do simple household tasks like making a bed or washing dishes.
- Persons who cannot take care of their own basic needs such as feeding or bathing themselves.
- Persons with learning disabilities.
- Persons who score 50 or below in the "Global Assessment Scale."
- Persons who are incapacitated by alcoholism or substance abuse.
- Children with speech or language delays that are not caused by English being their second language.

Race/Ethnicity

Enter the total number of clients for each category. Defined as: A group of persons related by common descent or heredity, or who share a common culture, language, religion, or other significant social characteristics. An individual may select more than one category. The available categories are based on those used by the US Census Bureau.

Although most of the ethnic/racial categories are self-explanatory, the following definitions may provide clarification:

- **American Indian or Alaska Native:** An individual whose race is native to the continent of North America, the general area of Alaska, or the northern-most parts of Canada.
- **Asian, Asian-American:** An individual whose race or ethnicity is native to the continent of Asia, the Philippine Islands or the sub-continent of India. Specifically excluded are Hawaiian Native and Pacific Islander.
- **Black or African-American:** An individual who is native to the continent of Africa AND/OR an individual who is a North, Central or South American or Caribbean Islander of African descent. Specifically excluded from this group are Afrikaners and north African Caucasians.
- **Hawaiian or Pacific Islander:** An individual whose race is native to Pacific Island areas such as American Samoa, the Caroline Islands, Guam, the Hawaiian Islands, the Mariana Islands, Tonga, the Marshall Islands, and Micronesia.
- **Hispanic/Latino:** An individual whose ethnicity can be traced to any Spanish speaking country in the Western Hemisphere. Includes people who identify as Mexican, Puerto Rican, Caribbean Islander, Central American, or South American.
- **White/Caucasian:** An individual whose race is native to the continent of Europe, the Middle East, or North Africa.
- **Other**: Category established for individuals that do not identify with any of the defined racial categories.
- Use the "**Multi-Racial"** category for clients who identified as more than one category on the intake form.

Refugee/Immigrant

Enter the total number of clients who responded "yes" to the question, "Are you an immigrant or refugee or a new arrival to this country?" An individual who has voluntarily migrated to this country from another country or who has left his or her native country for reasons of safety. This category is not intended to capture information regarding legal resident status or citizenship.

Limited English Speaking

Enter the total number of clients who responded "yes" to the question, "Are you limited or non-English speaking?" An individual with a reduced or restricted ability to communicate using the English language, or with virtually no ability to communicate using the English language.

- **Hispanic/Latino:** An individual whose ethnicity can be traced to any Spanish speaking country in the Western Hemisphere. Includes people who identify as Mexican, Puerto Rican, Caribbean Islander, Central American, or South American.
- **White/Caucasian:** An individual whose race is native to the continent of Europe, the Middle East, or North Africa.
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Limited English Speaking

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Zip Codes Sorted by Sub-Regional Zone

ZIP Code	Sub-Regional Zone
98014	East Rural
98019	East Rural
98024	East Rural
98045	East Rural
98050	East Rural
98065	East Rural
98224	East Rural
98288	East Rural
98004	East Urban
98005	East Urban
98006	East Urban
98007	East Urban
98008	East Urban
98027	East Urban
98033	East Urban
98034	East Urban
98039	East Urban
98040	East Urban
98052	East Urban
98053	East Urban
98059	East Urban
98011	North Urban
98072	North Urban

ZIP Code	Sub-Regional Zone
98133	North Urban
98155	North Urban
98177	North Urban
98101	Seattle Proper
98102	Seattle Proper
98103	Seattle Proper
98104	Seattle Proper
98105	Seattle Proper
98106	Seattle Proper
98107	Seattle Proper
98108	Seattle Proper
98109	Seattle Proper
98112	Seattle Proper
98114	Seattle Proper
98115	Seattle Proper
98116	Seattle Proper
98117	Seattle Proper
98118	Seattle Proper
98119	Seattle Proper
98121	Seattle Proper
98122	Seattle Proper
98125	Seattle Proper
98126	Seattle Proper
98134	Seattle Proper
98136	Seattle Proper
98144	Seattle Proper

ZIP Code	Sub-Regional Zone
98145	Seattle Proper
98160	Seattle Proper
98199	Seattle Proper
98010	South Rural
98015	South Rural
98022	South Rural
98025	South Rural
98038	South Rural
98051	South Rural
98064	South Rural
98001	South Urban
98002	South Urban
98003	South Urban
98023	South Urban
98031	South Urban
98032	South Urban
98042	South Urban
98047	South Urban
98054	South Urban
98055	South Urban
98056	South Urban
98058	South Urban
98062	South Urban
98092	South Urban
98093	South Urban

ZIP Code	Sub-Regional Zone
98146	South Urban
98148	South Urban
98158	South Urban
98166	South Urban
98168	South Urban
98178	South Urban
98188	South Urban
98198	South Urban
98013	Vashon Island
98070	Vashon Island

Sub-Regional Zones Sorted by Zip Code

ZIP Code	KC SR Plan Zone
98001	South Urban
98002	South Urban
98003	South Urban
98004	East Urban
98005	East Urban
98006	East Urban
98007	East Urban
98008	East Urban
98009	East Urban
98010	South Rural
98011	North Urban
98013	Vashon Island
98014	East Rural
98015	South Rural

ZIP Code	KC SR Plan Zone
98019	East Rural
98022	South Rural
98023	South Urban
98024	East Rural
98025	South Rural
98027	East Urban
98031	South Urban
98032	South Urban
98033	East Urban
98034	East Urban
98038	South Rural
98039	East Urban
98040	East Urban
98042	South Urban
98045	East Rural
98047	South Urban
98050	East Rural
98051	South Rural
98052	East Urban
98053	East Urban
98054	South Urban
98055	South Urban
98056	South Urban
98058	South Urban
98059	East Urban
98062	South Urban
98064	South Rural
98065	East Rural
98070	Vashon Island

ZIP Code	KC SR Plan Zone
98072	North Urban
98083	East Urban
98092	South Urban
98093	South Urban
98101	Seattle Proper
98102	Seattle Proper
98103	Seattle Proper
98104	Seattle Proper
98105	Seattle Proper
98106	Seattle Proper
98107	Seattle Proper
98108	Seattle Proper
98109	Seattle Proper
98112	Seattle Proper
98114	Seattle Proper
98115	Seattle Proper
98116	Seattle Proper
98117	Seattle Proper
98118	Seattle Proper
98119	Seattle Proper
98121	Seattle Proper
98122	Seattle Proper
98125	Seattle Proper
98126	Seattle Proper
98133	North Urban
98134	Seattle Proper
98136	Seattle Proper
98144	Seattle Proper
98145	Seattle Proper

ZIP Code	KC SR Plan Zone
98146	South Urban
98148	South Urban
98155	North Urban
98158	South Urban
98160	Seattle Proper
98166	South Urban
98168	South Urban
98177	North Urban
98178	South Urban
98188	South Urban
98198	South Urban
98199	Seattle Proper
98224	East Rural
98288	East Rural

Change Password

ADS will assign a password to new users. We recommend that you change your password, and write it down and keep it in a safe place. If you forget your password, please contact Maria Langlais @ (206)684-0651

To Change Password:

1. Select **Change Password** from the menu on the left hand side of the screen.
2. Select **Change User Password**.
3. Enter your current password in the field below **Old Password**. Use the Tab Key to move to the next field.
4. Enter your new password in the field below **New Password**. Passwords must be a minimum of six characters and be a combination of letters, numbers or other characters.
5. To confirm your new password, re-enter it in the field below **Confirm Password**.
6. Select the **OK** button if you are ready to change your password.
7. Use the **Clear** button to clear the screen. Your changes will not be saved.

2004 Income Guidelines (for use in 2005 ADS Contracts)

Gross Annual Income by Family Size

	FAMILY SIZE							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
A. Very Low								
100% Federal Poverty	9,310	12,490	15,670	18,850	22,030	25,210	28,390	31,570
125% Federal Poverty	11,650	15,625	19,600	23,575	27,550	31,525	35,500	39,475
40% State Median	13,866	18,132	22,399	26,665	30,932	35,198	39,470	43,742
30% HUD PMSA	**16,350**	**18,700**	**21,050**	**23,350**	**25,250**	**27,100**	**29,000**	**30,850**
B. Low								
50% HUD PMSA	**27,250**	**31,150**	**35,050**	**38,950**	**42,050**	**45,200**	**48,300**	**51,400**
C. Moderate								
80% HUD PMSA	**39,550**	**45,200**	**50,850**	**56,500**	**61,000**	**65,550**	**70,050**	**74,600**
D. Above Moderate	**>39,550**	**>45,200**	**>50,850**	**>56,500**	**>61,000**	**>65,550**	**>70,050**	**>74,600**

Note:

- *HUD PMSA (U.S. Department of Housing & Urban Development, Primary Metropolitan Statistical Areas, published) is the standard adopted by the Outcome Alignment Group (King County, United Way, City of Seattle and the Suburban Cities). Federal Poverty Guidelines and State Median Income are included for comparison and data translation needs.*
    - *HUD PMSA published 1/30/2004*
    - *Federal Poverty published by HHS 2/11/2004*
- *Federal Guidelines are generally published by March of each year. Updates will be posted to the ADS Website. With the exception of programs in which income eligibility is required for service, agencies may refer to the guidelines that are available when the contract becomes effective.*
- *FY 2004 Washington State Median Family Income: $71,900*

2004 Income Guidelines (for use in 2005 ADS Contracts)

Gross Monthly Income by Family Size

	FAMILY SIZE							
	1	2	3	4	5	6	7	8
E. Very Low								
100% Federal Poverty	776	1,041	1,306	1,571	1,836	2,101	2,366	2,631
125% Federal Poverty	971	1,302	1,633	1,965	2,296	2,627	2,959	3,290
40% State Median	1,155	1,511	1,867	2,222	2,578	2,2933	3,289	3,645
30% HUD PMSA	**1,363**	**1,558**	**1,754**	**1,946**	**2,104**	**2,258**	**2,417**	**2,571**
F. Low								
50% HUD PMSA	**2,271**	**2,596**	**2,921**	**3,246**	**3,504**	**3,767**	**4,025**	**4,283**
G. Moderate								
80% HUD PMSA	**3,295**	**3,767**	**4,238**	**4,708**	**5,083**	**5,463**	**5,838**	**6,217**
H. Above Moderate	**>3,295**	**>3,767**	**>4,238**	**>4,708**	**>5,083**	**>5,463**	**>5,838**	**>6,217**

Note:

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